

CISI Acceptable Evidence Guidance

Acceptable evidence is required for all CPD activities recorded as Structured CPD. No evidence is required for CPD activities recorded as unstructured. Please note all CPD activities undertaken with the CISI are automatically logged into the CISI CPD Scheme and will not require evidence.

For evidence to meet the CISI requirements, it needs to include the following:

- Full Name and Surname of the person undertaking the CPD activity (initials are not acceptable);
- Title of CPD Activity;
- Date of activity (including the year);
- Duration of activity (in hours);
- Confirmation of attendance/participation/ completion of CPD activity (after the activity has occurred);
- Details of the individual confirming the activity (full name/job title).

Examples of Accepted Evidence Documentation:

| Type of Document | Required Information on the document |
|------------------------|--|
| Certificate | Name of attendee Date of activity (including year) Duration in hours Details of the provider |
| Letter of confirmation | Name of attendee Date of activity (including year) Duration in hours Confirmation of attendance Details of the provider |
| Email Confirmation | Name of attendee Date of activity (including year) Duration in hours Confirmation of attendance (after the activity has taken place) Details of the provider |
| Attendance Sheet | Name of attendee Date of activity (including year) Duration in hours Title of Activity Details of the provider |

Not Acceptable types of Evidence:

Please find below a list of Evidence we will not accept and reasons why:

| Type of Document | Reasons |
|---|---|
| Invitation/confirmation of intention to attend | Does not confirm attendance |
| Invoice | Does not confirm attendance |
| Images and photos such as, Screengrabs or Selfies | Does not confirm attendance |
| Agenda | Does not confirm attendance |
| Minutes | Acceptable only if they include the full name of attendees, date, duration of meeting, and is on company-headed paper |
| Notes/Documents from attended event or meeting | Does not confirm attendance |
| *Brochures | Does not confirm attendance |

*The CISI will accept Brochures as acceptable evidence for members who are presenting or speaking at an event if the brochure confirms this. The Brochure will need to include the name of the member, the date of the event, and the duration of hours.

Guidance on Recorded hours

Attendance at events

The CISI will accept up to seven hours' CPD for a full-day course and three and half hours for a half-day course as breaks and lunches should not be included within the CPD hours claimed. The maximum number of hours recordable for a day within the CPD Scheme is eight hours.

Presenter/Speaker

Presenters and Speakers at events can claim up to three times the hours of the event when recording it, this is to cover the research and time taken to put together the presentation.

Please note a presentation of similar content can only be claimable three times within one CPD year even if undertaken at different times of the year.

Chairing a Meeting

Members chairing a meeting can claim up to twice the number of hours of the meeting to cover the time taken to prepare for the meeting.